

Inspection Checklist for Incident Response (7 CFR 331.14; 9 CFR 121.14; 42 CFR 73.14)

Inspection Date:

Entity Name:

Responsible Official:

SAP Inspector(s):

Principal Investigator (P.I.):

Laboratory Location - Street Address:

Building:

Room number(s):

Agent(s)/Toxin(s):

When information is entered in this form, the form is to be considered "Sensitive Select Agent Information"

Reference	Statement	Response			Comments
		Yes	No	N/A	
Section 14(a)	An individual or entity required to register under this part must develop and implement a written incident response plan.				
Section 14(a)	The incident response plan must be: <i>[Specify in Comments]</i>				
B	- coordinated with any entity-wide plans				
B	- kept in the workplace				
B	- available to employees for review				
Section 14(b)	The incident response plan must fully describe the entity's response procedures for the:				
B	- theft, loss, or release of a select agent or toxin				
B	- inventory discrepancies				
K	- security breaches (including information systems)				
G	- severe weather and other natural disasters				
G	- workplace violence				
C	- bomb threats				
C	- suspicious packages				
G	- emergencies such as fire, gas leak, explosion, power outage, etc.				
B/J	The response procedures must account for hazards associated with the select agent and toxin and appropriate actions to contain such select agent or toxin.				
Section 14 (c)	The incident response plan must also contain the following information:				
Section 14 (c)(1)	The name and contact information (e.g., home and work) for the individual or entity (e.g., responsible official, alternate responsible official(s), biosafety officer, etc.)	B			
Section 14 (c)(2)	The name and contact information for the building owner and/or manager <i>[where applicable]</i>	B			
Section 14 (c)(3)	The name and contact information for tenant offices <i>[where applicable]</i>	B			

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Reference	Statement	Response			Comments
		Yes	No	N/A	
Section 14 (c)(4)	The name and contact information for the physical security official for the building <i>[where applicable]</i>	K			
Section 14 (c)(5)	Personnel roles and lines of authority and communication	K			
Section 14 (c)(6)	Planning and coordination with local emergency responders	C			
Section 14 (c)(7)	Procedures to be followed by employees performing rescue or medical duties	G			
Section 14 (c)(8)	Emergency medical treatment and first aid	G			
Section 14 (c)(9)	A list of personal protective and emergency equipment, and their locations	C	✓		
Section 14 (c)(10)	Site security and control	K			
Section 14 (c)(11)	Procedures for emergency evacuation, including type of evacuation, exit route assignments, safe distances, and places of refuge	G			
Section 14 (c)(12)	Decontamination procedures.	C	✓		
Section 14 (d)	The plan must be reviewed annually and revised as necessary.				
Section 14 (d)	Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan.				
Section 14 (d)	The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident.				